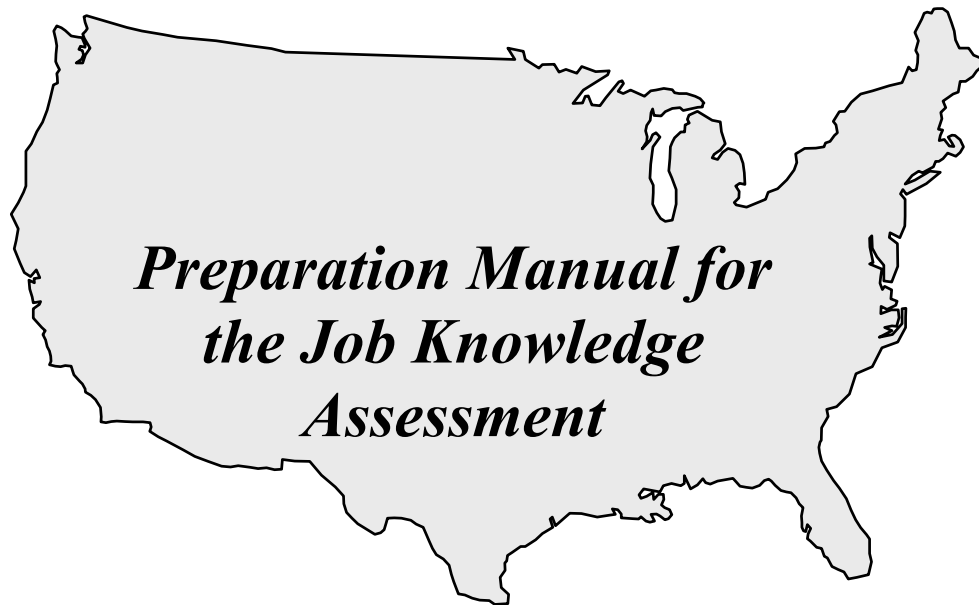

***U.S. Border Patrol
Promotional Assessment Process***



**Personnel Research and Assessment Division
Office of Human Resources Management
U.S. Customs and Border Protection**

Revised August 2005

Preparation Manual for the U.S. Border Patrol Job Knowledge Assessment

INTRODUCTION

Purpose of this Manual

The purpose of this manual is to help you prepare to take the U.S. Border Patrol Job Knowledge Assessment, which is part of the competency-based promotional assessment process for first-line supervisory positions in the Border Patrol.

In order to be eligible for first-line supervisory positions, qualified Border Patrol Agents must complete the Border Patrol Career Experience Inventory (CEI) and take the three-part promotional assessment consisting of the Critical Thinking Skills (CTS) Assessment, the Managerial Writing Skills Exercise, and the Job Knowledge Assessment. Preparation materials for the CTS and the Writing Skills assessments are available separately.

The assessment described in this manual evaluates candidates' knowledge of regulations, laws, procedures, and processes related to the requirements of a first-line supervisor in the Border Patrol. The manual will familiarize you with the assessment and will provide you with an opportunity to study sample questions that are representative of the questions in the assessment. The manual outlines both the knowledge domains included in the Job Knowledge Assessment and the primary reference materials that cover the knowledge assessed.

Contents of this Manual

The manual is organized into four sections. The first section briefly explains how the job knowledge questions were developed, reviewed, and validated. The second section discusses the breakdown by duty area and the number of questions representing each duty area that appears in the assessment. A list of specific knowledge areas for each duty area, followed by the primary references used for each of these duty areas is also provided in this section. The third section contains a strategy for preparing for the assessment. Finally, the fourth section has sample questions that are similar to the questions in the assessment. The sections and their associated page numbers are given in the table below:

Section	Topic	Page
Section 1	How the Assessment was Developed	3
Section 2	Content Areas Covered by the Assessment	4
Section 3	Strategy for Preparing for the Assessment	7
Section 4	Sample Questions for the Assessment	8
Appendix A	Reference Materials	10

SECTION ONE: HOW THE ASSESSMENT WAS DEVELOPED

A recent job analysis of the Border Patrol occupation identified the most critical knowledge areas that are required for effective performance in the Supervisory Border Patrol Agent position. A panel of experienced, highly qualified Supervisory Border Patrol Agents was convened to confirm the content areas to be covered in the assessment and to generate job knowledge questions addressing the content areas. Under the direction of senior research psychologists from the Personnel Research and Assessment Division, the panel confirmed the most important knowledge areas. Then, they wrote questions to address the specific content areas. The content areas are provided in Section Two.

Each question addresses a specific content area and is tied to a specific reference. A list of these references is found in Appendix A on page 10. These reference materials should be readily available for study purposes.

All of the questions were reviewed for accuracy and appropriateness by the panel of Supervisory Border Patrol Agents. The panel agreed that each question assesses an important knowledge and that each question has a single, correct answer that is consistent with the policies and procedures of all Border Patrol sectors.

SECTION TWO: CONTENT AREAS COVERED BY THE ASSESSMENT

The primary content areas covered by the assessment and the percentages of questions from each content area are provided in the following table.

Job Knowledge Assessment Areas

Content Area	Percentage of Questions
Operations	40%
Administrative/Criminal Prosecutions	20%
Resources Management	10%
Personnel Management	20%
Policy Development And Implementation	10%

The content areas are listed below, and the primary references used to write the test questions for each content area are also provided.

Operations

The Operations content area includes the knowledge of:

- Accident Investigation Procedures
- Administrative Policies and Procedures for Civil Violations of the INA
- Arrest and Detention Policies and Procedures
- Border Patrol Agent Operations
- Critical/Traumatic Incident Reporting
- Detention Operations
- Escort and Transportation
- Firearms Policies and Procedures
- Immigration Law
- Law Enforcement Operations
- Nationality Law
- Physical Techniques
- Special Operation Requirements/Procedures
- Vehicle Pursuit Policy

The primary references used to generate the questions for this duty area are:

- ☐ Border Patrol Handbook
- ☐ Administrative Manual
- ☐ Immigration and Nationality Act
- ☐ INSerts
- ☐ Policy Online Document Search (PODS)

Administrative/Criminal Prosecutions

The Administrative/Criminal Prosecutions content area includes the knowledge of:

- Administrative Policies and Procedures for Alien Processing and Removal
- Civil Rights Issues in Relation to Use of Authority
- Court Procedures
- Criminal Case Preparation and Presentation
- Criminal Law Enforcement/Prosecution
- Law Enforcement Techniques

The primary references used to generate the questions for this duty area are:

- ☐ Administrative Manual
- ☐ Immigration and Nationality Act
- ☐ Border Patrol Handbook
- ☐ M-69 – The Law of Arrest, Search, and Seizure for Immigration Officers

Resources Management

The Resources Management content area includes the knowledge of:

- Administrative Procedures and Reports
- Security Issues and Procedures

The primary references used to generate questions for this duty area are:

- ☐ Administrative Manual
- ☐ Border Patrol Handbook
- ☐ Computer Security Training
- ☐ Policy Online Document Search (PODS)
- ☐ M-422 Agreement Between U.S. INS and the National Border Patrol Council

Personnel Management

The Personnel Management content area includes the knowledge of:

- Disciplinary Action Procedures
- Employee Assistance Program (EAP)
- Equal Employment Opportunity (EEO) Requirements
- Ethics/OIG/OIA
- Labor Management Relations
- Overtime and/or AUO/LEAP Regulations
- Personnel Procedures/Issues
- Workers' Compensation Regulations and Procedures

The primary references used to generate questions for this duty area are:

- ☐ Administrative Manual
- ☐ M-422 Agreement Between U.S. INS and the National Border Patrol Council
- ☐ Border Patrol Handbook
- ☐ Federal EEO Complaint Processing Procedures
- ☐ Guidelines for Disciplinary Actions

Policy Development and Implementation

The Policy Development and Implementation content area includes the knowledge of:

- Agency
- Laws and Functions Across BTS Officers

The primary references used to generate questions for this duty area are:

- ☐ Border Patrol Handbook
 - ☐ Immigration and Nationality Act
 - ☐ M-68 Officer's Handbook
 - ☐ M-69 The Law of Arrest, Search, and Seizure for Immigration Officers
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SECTION THREE: PREPARING FOR THE ASSESSMENT

Once you have read the list of content areas presented above, you should have another look at the table presented on page 4. This table provides the percentage of questions included in the assessment for each content area, which may help you decide the amount of time to devote to the study of each content area. If you feel quite secure in your knowledge of a particular content area, you can devote more time and effort to the study of materials related to the other content areas. Appendix A provides a list of the reference materials.

The Job Knowledge Assessment questions are multiple-choice. Each has a question and four choices consisting of a correct answer and three incorrect answers. There is no penalty for guessing on this assessment; therefore, you should select a response for every question, even if you are not absolutely certain that it is the correct response. Also, the test booklet contains a list of acronyms used in the test, so you do not need to be concerned about memorizing acronyms in preparation for this assessment.

The assessment consists of two types of questions. The first type asks about an important knowledge that Supervisory Border Patrol Agents need to know, such as sample questions 2 and 3 below. The second type of question is based on scenarios typical of experiences encountered as a first-line Supervisory Border Patrol Agent, as reflected in sample questions 1, 4, and 5 below.

Reading the sample questions and the ensuing discussion for each should also help you to prepare for the assessment. The sample questions illustrate the types and content of questions that will appear on the assessment as well as the manner in which the questions are related to the specific knowledge areas covered by the assessment.

SECTION FOUR: SAMPLE QUESTIONS

1. An agent is interviewing a person who he suspects is an illegal alien. Although the agent is wearing his Border Patrol uniform, the person requests further identification. What action should the agent take?
 - A) No action is required because the agent is not required to carry credentials while on duty.
 - B) No action is required because the individual is not entitled to see further identification.
 - C) No action is necessary because the uniform is sufficient for identification purposes.
 - D) The agent should show the person the appropriate credentials.
2. With respect to the Border Patrol's authority to administer oaths, which of the following statements is accurate?
 - A) Agents are only authorized to administer oaths within the United States.
 - B) A witness is not required when an oath is administered.
 - C) The authority to issue oaths is derived from Sections 235 and 287 of the Immigration and Nationality Act.
 - D) Agents are only authorized to administer oaths within their area of assigned operations.
3. When making a vehicle stop for a suspected violation of the Immigration and Nationality Act, what degree of suspicion is needed?
 - A) Probable cause
 - B) Reasonable suspicion
 - C) Mere suspicion of alienage
 - D) None - Border Patrol agents can lawfully make vehicle stops without any degree of suspicion
4. An agent is preparing to testify at a criminal proceeding. Prior to the agent's testimony, the agent learns that another agent's testimony in the proceeding conflicts with the first agent's observation of the facts pertaining to the case. Which action would be appropriate for the first agent to take?
 - A) Contact the prosecuting attorney and inform him/her that the other agent has committed perjury.
 - B) Ensure that the first agent's testimony coincides with that of the other agent.
 - C) Give truthful and complete testimony pertaining to the facts of the case.
 - D) Decline to testify because of the contradiction with the other agent's testimony.

5. A supervisor is preparing to review the documentation of an alien smuggling case. While examining the agent's documentation on the case, the supervisor discovers that the agent has processed a U.S. citizen as a smuggler. What action would be appropriate?
- A) Handle the case as an administrative proceeding.
 - B) Prepare for criminal prosecution of the citizen.
 - C) Grant V/R to the citizen.
 - D) Place the citizen under an immigration hold with Form I-247.

Explanations for Sample Questions:

1. The correct answer is choice D, "The agent should show the person the appropriate credentials." According to information contained in the Border Patrol Handbook, the uniform is not sufficient to identify an individual as a Border Patrol Agent. Agents must produce the appropriate credentials upon request. This question addresses the following knowledge area: Knowledge of Personnel Procedures/Issues. This knowledge area is part of the Personnel Management content area.
2. The correct answer is choice C, "The authority to issue oaths is derived from Sections 235 and 287 of the Immigration and Nationality Act." This question is based on information in the Border Patrol Handbook. The question addresses the following knowledge area: Knowledge of Administrative Policies and Procedures for Alien Processing and Removal. This knowledge area is part of the Administrative/Criminal Prosecutions content area.
3. The correct answer is choice B, "Reasonable suspicion." This question was based on information in the M-69 – The Law of Arrest, Search, and Seizure for Immigration Officers. The question addresses the following knowledge area: Knowledge of Law Enforcement Operations. This knowledge area is part of the Operations content area.
4. The correct answer is choice C, "Give truthful and complete testimony pertaining to the facts of the case." Choices A and B are clearly inappropriate. With regard to choice D, if the first agent has been subpoenaed, then the agent could not decline to testify. In cases in which an agent has not been subpoenaed, the agent should not decline to testify even if the testimony may conflict with someone else's. The question was based on information in the Border Patrol Handbook. The question addresses the following knowledge area: Knowledge of Court Procedures. This knowledge area is part of the Administrative/Criminal Prosecutions content area.
5. The correct answer is choice B, "Prepare for criminal prosecution of the citizen." The question was based on information in the M-69 – The Law of Arrest, Search, and Seizure for Immigration Officers. The question addresses the following knowledge area: Knowledge of Criminal Law Enforcement/Prosecution. This knowledge area is part of the Administrative/Criminal Prosecutions content area.

APPENDIX A

REFERENCE MATERIALS

The following list contains the primary reference materials for the Job Knowledge Assessment. Note that information related to a particular knowledge area may be found in multiple locations (for example, information about the Employee Assistance Program (EAP) may be found in more than one place).

ONLINE/ELECTRONIC RESOURCES

CBPNet: cbpnet.cbp.dhs.gov

Includes the following important references: EAP Information for Managers, Significant Incident Reporting, EEO Complaint Processing Procedures, Border Patrol Travel Regulations, Computer Security Training, Policy on Controlled Deliveries, Guidelines for Disciplinary Actions, and the PC Tare Manual

Policy Online Document Search (PODS): pods.cbp.dhs.gov

Includes the following important references: Processing Narcotic Drug and Controlled Substance Evidence, CBP Special Interest Aliens Directive, Management of Critical Incidents, and the Occupational Safety and Health Handbook

INSERTS: found through I-link on PODS

Includes the following important references: the M-274 Handbook for Employers, Instructions for Completing Form I-9, the Juvenile Aliens Protocol Manual, and the M-463 Supervisor's Guide to Discipline

HANDBOOKS/MANUALS/POLICIES

Border Patrol Handbook

Includes the following important references: the Civil Asset Forfeiture Reform Act of 2000, Border Patrol Evidence Policy, Firearms Policies and Procedures, Non-Deadly Force Policy, and Significant Incident Reporting

M-68 Officer's Handbook

Detention and Deportation Officer's Handbook

Administrative Manual

Compassionate Transfer Policy

LAWS/REGULATIONS/AGREEMENTS

8 Code of Federal Regulations (CFR)

Immigration and Nationality Act

M-69 The Law of Arrest, Search, and Seizure for Immigration Officers

18 United States Code - Crimes and Criminal Procedure

M-422 Agreement Between U.S. INS and the National Border Patrol Council